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KEVIN H. WHITE
MAYOR

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CITY OF BOSTON
MAYOR'S OFFICE OF HUMAN RIGHTS
1 City Hall Square
Boston, Massachusetts 02201

A. REGINALD EAVES
Administrator

NOTES ON THE 1971 MUNICIPAL CENSUS:
LIMITATIONS AND RECOMMENDATIONS

Most of the 1971 Census questionnaires were sent out by mail to the various departments on Monday, March 8, 1971. We requested that information be listed as of the week ending March 16, 1971 and that the forms be returned by March 19, 1971. Departments took their time returning the questionnaires. Three months later, we were still pleading with certain departments to complete and return the forms. Some departments never returned them. (I should mention here that the questionnaires which were returned by departments are in our files).

This census has several weaknesses. One, of course, is that we have no way of measuring the validity of the figures which are filled in on the questionnaires. We can only hope and assume that the people who filled out the forms did so responsibly.

We have conducted a census each year since 1968 out of this Office.

Since changes have been made in the census each year, there is some limitation in making comparisons between years. However, we have tried to keep the format basically the same, year by year. The important addition this year was the salary



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and Civil Service grade breakdown. I recommend that the Civil Service grade breakdown be left out of next year's census, and just the job categories and salaries be used.

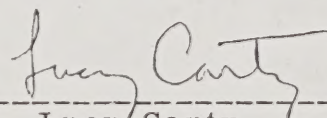
Also, there should be a place on the form for us to fill in "date received" and a place for the person in the department who filled out the form to fill in his name and phone. This would make it easier for us when we have a question on the way the form was filled out.

It should be noted that in this census, the largest departments (School Dept. and Health and Hospitals) did not complete the salary breakdown. Of the departments who did include salaries, most also filled in Civil Service grade.

Thanks are due to Miss Robin Bailey, a Wellesley student who worked as a volunteer over the summer and wrote the 1971 report.



November 15, 1971



Lucy Carty
Manpower Director

1
This report is based on data reported in the 1971 Municipal Census. Unfortunately the data is incomplete because a number of departments failed to return the forms. Part One does not include the School Committee, Parks and Recreation, Public Facilities, or the BHA. When indicated as such it does not include the School Department or the Treasury Department. Part Two does not include the following departments: Penal Institutions, Treasury, School Department, Boston City Hospital, School Committee, Parks and Recreation, Public Facilities, or the BHA.



RACIAL COUNT IN BOSTON CITY GOVERNMENT

September 1971

PART ONE



There are twenty thousand six hundred and sixty nine (20,669) persons employed by the city of Boston, one thousand seven hundred and fifty-three (1,753) of whom are minority group persons. The total minority group figure represents eight per-cent (8%) of the entire municipal labor force. There are one thousand two hundred and five (1,205)* Afro-Americans, thirty-seven (37)* Orientals, one hundred and thirty-five (135)* Spanish Americans, and sixty one (61)* American-Indians employed by the city.

Of the total of municipal employees, the majority is male (8,789)** as opposed to female (1,714)**. Of the total number of minority employees, the majority is female (646)* as opposed to male (536)*. In the Afro-American minority group, five hundred and

* Does not include any school figures.

** NOTE: Does not include divisions of Professionals and Clerical in the School Department. Minority figures in this section include Clerical but not Professional section of School Department.

fourteen (514) males are employed by the city as opposed to six hundred and ninety (690) females. Among the Orientals, twenty seven (27) are male and ten (10) are female. Spanish-Americans consist of eighty-one (81) males versus fifty-four (54) female. American-Indians employees consist of forty-two (42) males and nineteen (19) females.



Of the total number of minority employees (1,753), five hundred and eighty seven (587) or thirty three percent (33%) are employed in service occupations. These jobs include protective and non-protective services such as attendants (hospital and other institutions), nurses aides and orderlies, cooks, counter and fountain workers, elevator operatives, firemen and fire protection workers, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters, waitresses, and other kindred workers. The number of minorities employed in a service capacity is (8.1%) of all city employees (7,184) working in service occupations. An overwhelming majority of all service workers is male (5,988) versus female (1,196); the majority of minority service workers is male (306) versus female (281). Five hundred and twenty three (523) of minority workers are Afro-Americans, fifty eight (58) are Spanish-Americans, six (6) are American-Indians. There are no Orientals employed in a service capacity.

The second largest category in which minorities are employed is the Professional occupation. This include accountants, auditors, architects, artists, designers, editors, lawyers, librarians, mathematicians, registered nurses, personhel and labor relations,workers, social scientists, and other kindred workers who have obtained their skills through college education or comparable experience. Out of the total minorities (1,753), five hundred and seventy one (571) or thirty two percent (32%) are employed in a professional capacity. This is seven and six tenths percent (7.6%) of all city employees (7,446) who hold professional positions. Four hundred and thirty six (436) are Afro-Americans. Thirty nine (39)are Orientals, seventy two (72) are Spanish-Americans, and thirty four (34) are American-Indians.



Of the total number of minority employees (1,753) fifty-five (55) or three and one tenth percent (3.1%) are employed in an administrative position. This is nine and four tenths percent (9.4%) of all city employees (582) employed as Administrators by the city. These are those which require skills comparable to those needed to set broad policies and exercise over-all responsibility for the execution of those policies. There is a

total number of four hundred and seventy nine (479) male Administrators compared to one hundred and three (103) female Administrators. Of the total male, thirty seven (37) are minority group members; of the total female, eighteen (18) are minorities. There are forty seven (47) Afro-Americans, two (2) Orientals, four (4) Spanish-Americans, and two (2) American-Indians.



The fourth largest category in which minorities are employed is the clerical field. These occupations include bookkeepers, cashiers, collectors (bills and accounts) messengers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, telephone operators, and other occupations in which activities are predominantly non-manual. Out of the total minorities (1,753) three hundred and seventeen (317) or eighteen percent (18%) hold clerical positions. This is twelve percent (12%) of all city employees (2,620) employed in the clerical field. Among minorities employed in clerical positions, females have a substantial majority (266) over the males (51). Two hundred and eighty one (281) are Afro-Americans, two (2) are Orientals, twenty three (23) are Spanish-Americans, and eleven (11) are American-Indians.

The next largest job category in which minority persons are

employed is the technical occupations. These include draftsmen, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, surveyors, technical illustrators, medical, dental, or electronical technicians, and other kindred workers who have obtained their skills through at least two years of post high school study. Of the total (1,753) minorities one hundred and seventy six (176) or ten percent (10%) are employed in a technical capacity. This is ten percent (10%) of all city employees (1,798) employed in a technical occupation. Of the total number of technicians there is a majority of males (691) employed by the city versus females (307); among minority group members there is also a majority of males (96) versus females (80). The city employs one hundred and fifty two (152) Afro-Americans, seven (7) Orientals, ten (10) Spanish-Americans, and seven (7) American-Indians.

In the craftsmen occupations, there are eleven (11) or less than one percent minority workers out of the total number (1,753) of minority employees. This is two and five tenths percent (2.5%) of all city employees (433) employed as craftsmen. These jobs require relatively high skill levels and a thorough and comprehensive knowledge of the processes involved in the particular manual



work performed. An extensive period of training is a prerequisite to such jobs in the crafts. These include the building trades, hourly paid foremen and headmen who are not members of management, mechanics and repairmen, skilled machinists, compositors, and typesetters, electricians, engravers, job setters (metal) pattern and mold makers, stationary engineers, and other kindred workers. There are four hundred and twenty three (423) males holding craftsmen positions, eleven (11) of whom are minority group members. Of the ten (10) female craftsmen, none is a minority group member. There are eleven (11) Afro-Americans, but no Orientals, Spanish-Americans, or American-Indians.



Of the total minority employees (1,753) twenty two (22) or one and two percent (1.2%) are employed in the operative capacity. These jobs include apprentices (automechanics, bricklayers, carpenters, electricians, machinists, mechanics, plumbers, metal working tradesmen, building tradesmen, and printing tradesmen), attendants (auto service and parking), blasters, chauffeurs, delivery men, and routemen, furnacemen, painters (except construction and maintenance), welders, flame-cutters, and other kindred workers. Minority group members make up three percent (3%) of all city employees (712) in operative



occupations. There are twenty nine (29) females holding operative positions; there is one (1) minority female. Of the six hundred and eighty three (683) male operatives, twenty (20) are Afro-Americans, one (1) is Spanish-American, none is Oriental, and one (1) is American-Indian.

The field in which the least number of minorities is employed is in the laborer occupations. These jobs require the performance of manual skills which need no special training or which may be learned in a few days and require little or no independent judgment. This includes garage laborers, gardeners (except farm), groundskeepers, long shoremen, stevedores, lumbermen, craftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations and other kindred workers. Of the total number of laborers (594), the majority is male (525) as opposed to female (69); among minority laborers, there are fourteen (14) males and no females. There is a minority total of fourteen (14) which indicates that less than 1% of all minority employees (1,753) are employed as laborers. Twelve (12) of the minority laborers are Afro-Americans, two (2) are Spanish-Americans, none is Oriental or American-Indian.

PART TWO

This section represents 9,697 employees; less than one half of the number of employees who are represented in Part One. It is extremely important that the reader note this sample and keep it in mind when studying the figures given below.

SUMMARY OF DATA:



1. Income bracket holding largest number of municipal employees: \$10,000 - \$10,999.
2. Income bracket containing largest number of males: \$10,000 - \$10,999.
3. Income bracket containing largest number of females: \$6,000 - \$6,999.
4. Income bracket containing largest number of minority group employees: \$6,000 - \$6,999.
5. A chart depicting the salary breakdowns can be found at the end of this report.

There are two hundred and fifty-five (255) employees in Boston who are earning four thousand nine hundred and ninety-nine dollars (\$4,999) or less each year. Thirty-two (32) people in this group are male; two hundred and twenty-three (223) are female. Therefore, twelve and five tenths percent (12.5%) of the employees earning under \$4,999 a year are male and eighty seven and five tenths percent (87.5%) are female. Of all the employed males (8,159) less than one percent (1%) are in this income bracket. Of all the employed females (1,538) fourteen percent (14%) are earning \$4,999 or less a year.

There are seventeen (17) Negro males in this income bracket. This is fifty-three percent (53%) of all males with this income (32), and five and six tenths percent (5.6%) of all employed Negro males (300). There are twenty-nine (29) Negro females earning under \$5,000 a year which is thirteen percent (13%) of all females in this bracket and eleven percent (11%) of all Negro females (250) who are employed by municipal departments.

Of the ten (10) Indian males who are employed, one (1) is in the \$0-\$4,999 a year income bracket. This is three percent (3%) of all males (32) in this bracket and ten percent (10%) of Indian males who are employed. There are two (2) Indian females who are in this bracket which means that one percent (1%) of all the females earning under \$5,000 a year are Indian. This is thirty-three percent (33%) of all employed Indian women (6).



There are no Spanish males with this income, but there are five (5) Spanish females. Spanish females comprise only two percent (2%) of all females in this bracket (223), yet twenty-five percent (25%) of all Spanish females who are employed (21) are earning \$0-\$4,999 a year. There are no orientals, male or female, in this income bracket.

Of the 9,697 people who are working in municipal departments, five hundred and three (503) earn between five thousand dollars (\$5,000) and five thousand nine hundred and ninety-nine dollars (\$5,999) a year. Two hundred and forty-seven (247) or forty nine and one tenth percent (49.1%) of these employees are male; the other fifty



and nine tenths percent (50.9%) or two hundred and fifty-six employees (256) are female. The 247 males equal three percent 3% of all employed males (8,159); the 256 females are sixteen percent (16%) of all females (1,538) who are municipally employed.

There are eighteen (18) Negro males in this income bracket. This equals seven percent (7%) of all males in the bracket (247) and six percent (6%) of all employed Negro males (300). Eleven and six tenths percent (11.6%) of all Negro females (250) earn between \$5,000 - \$5,999 a year. These fifty-seven (57) Negro females equals twenty two percent (22%) of the employed females (256) in this bracket.

There are six Spanish in this income bracket of which one (1) is male and five (5) are female. The one male represents less than one percent of all males in this bracket (247), but five and eight tenths percent (5.8%) of all employed Spanish males (17). The five females equal two percent (2%) of all females earning between \$5,000 and \$5,999 dollars per year, and twenty five percent (25%) of all employed Spanish females (21).

There is one (1) Indian male employed in the \$5,000 - \$5,999 bracket. He represents less than one percent of all males in this category (247), but ten percent (10%) of all Indian males (10) who are employed in municipal work. There are no Indian females and no Orientals in this income bracket.

There are one thousand and eight (1,008) municipal employees who earn between six thousand (\$6,000) and six thousand, nine hundred



and ninety nine (\$6,999) dollars per year. Sixty-four and five tenths percent (64.5%) of the 1,008 are males; thirty-five and five tenths (35.5%) are female. This income bracket contains seven and nine tenths percent (7.9%) of all males who are employed (8,159) and twenty-three percent (23%) of all females who are employed (1,538). There are six hundred and fifty (650) males and three hundred and fifty-eight (358) females earning between \$6,000 and \$6,999 a year.

The nineteen (19) Negro males in this bracket comprise two and nine tenths percent (2.9%) of all males in this bracket (650) and six and three tenths percent (6.3%) of all employed Negro males (300). Negro females comprise twenty-three percent (23%) of all females in this bracket (358). These eighty-three (83) Negro females equals thirty three and two tenths percent (33.2%) of all Negro females who are employed (250).

There are no Oriental or Indian males in this income bracket, but there are two (2) Oriental females and three (3) Indian females. Both groups equal less than one percent of all women earning between \$6,000 and \$6,999 a year. Yet the two (2) Oriental females equal fifty percent (50%) of all employed Oriental females (4) and the three (3) Indian females equal fifty percent (50%) of all employed Indian females (6).

There are three (3) Spanish males and three (3) Spanish females in the \$6,000 - \$6,999 bracket. Both groups equal less than one



percent of all those employed in the same bracket. The three males are seventeen percent (17%) of all employed Spanish males (17), whereas the three females are thirteen and three tenths percent (13.3%) of all employed Spanish females (21).

Of the nine thousand six hundred and ninety seven (9,697) employees who are represented in this study, eight hundred and sixty nine (869) earn between seven thousand (\$7,000) and seven thousand nine hundred and ninety nine (\$7,999) a year. 564 of these or sixty four and nine tenths percent (64.9%) are male; thirty-five and one tenth percent (35.1%) or three hundred and five (305) are female. Of all the working males (8,159), six and nine tenths percent (6.9%) are represented here; nineteen and eight tenths percent (19.8%) of the working females (1,538) are represented.

Of the three hundred (300) Negro males who are municipally employed, forty four (44) or fourteen percent (14%) are employed in this income bracket. These forty-four males equal seven and eight tenths percent (7.8%) of all males (564) earning \$7,000 - \$7,999 yearly. Of the two hundred and fifty (250) Negro females who are employed thirty-four (34) or thirteen and six tenths percent (13.6%) are in this income bracket. This equals eleven percent (11%) of females (305) in the bracket.

There are three (3) Indians earning \$7,000 - \$7,999 yearly; two (2) males and one (1) female. The two males and the one female both equal less than one percent of all the employees in this bracket.

Of all employed Indian males (10) twenty percent (20%) are this group, sixteen percent (16%) of all employed Indian females (6) are in this group.

There are ten Spanish in the \$7,000 - \$7,999 income bracket.

Seven (7) are males. They equal one and two tenths percent (1.2%) of all males in the bracket and forty one percent (41%) of all employed Spanish males (17). The other three females equal less than one percent of all the females in the bracket and thirteen and threetenths percent (13.3%) of all employed Spanish females (21).

There are no employed Orientales in this income bracket.

There are one thousand one hundred and thirty (1,130) employees who earn between \$8,000 and \$8,999 a year. One thousand and three (1,003) or eighty eight and seven tenths percent (88.7%) are male; one hundred and twenty-seven (127) or eleven and two tenths percent (11.2%) are female. Of the 8,159 males employed by the city, twelve and two tenths percent (12.2%) are in the \$8,000-\$8,999 income bracket; of the 1,538 employed females, eight percent (8%) are in this bracket.

Three and nine tenths percent (3.9%) of all males in this income bracket (1,003) are Negro males. These forty (40) Negro males equal thirteen percent (13%) of all employed Negro males. Eleven and eight tenths percent (11.8%) of the females earning between \$8,000 and \$ 8,999 a year are Negro. These fifteen (15) Negro females are six percent (6%) of the total 250 Negro females who are in this study.



There is one (1) Oriental male and one (1) Oriental female earning between \$8,000 and \$8,999 per year. Both are less than one percent of the total number of employees of their respective sex in the bracket. Yet the Oriental male represents thirty-three percent (33%) of all employed Oriental males (3) and the female represents twenty-five percent (25%) of all employed Oriental females (4).

Eleven percent (11%) of all employed Spanish males (17) and thirteen and three tenths percent (13.3%) of all employed Spanish females (21) are in this income bracket. The two (2) males are less than one percent of all males in the bracket, although the three females (3) are two and three tenths percent (2.3%) of all the females earning \$8,000-\$8,999 yearly.

There are no Indians in the above income bracket.



Eight and six tenths percent (8.6%) of all employed males and seven percent (7%) of all employed females earn between nine thousand dollars (\$9,000) and nine thousand nine hundred and ninety nine dollars (\$9,999) a year. Of the eight hundred and thirty one (831) employees in this bracket, seven hundred and twenty three (723) or eighty seven percent (87%) are male; one hundred and eight (108) or thirteen percent (13%) are female.

There are forty-two (42) Negro males in this income bracket. They represent five and eight tenths percent (5.8%) of all males in the bracket and fourteen percent (14%) of all employed Negro males. The



fifteen Negro females earning \$9,000 - \$9,999 a year represent thirteen and eight tenths percent (13.8%) of the females in the bracket and six percent (6%) of all employed Negro females (250).

There is one (1) Oriental male who is represented in this income bracket. He makes up less than one percent of all males in the bracket, but thirty three percent (33%) of all employed Oriental males (3). There are no Oriental females in this bracket.

Of the three (3) Spanish in this bracket, two (2) are male. These two males represent less than one percent of the male work force in this bracket (723), but eleven percent (11%) of all Spanish males who are employed (17). The one Spanish female represents less than one percent of all the females in the income bracket and four and seven tenths percent (4.7%) of all Spanish females who are employed by the city (21).

There are no Indian earning between \$9,000 and \$9,999 a year.

Of the 9,697 employees who are represented in this section of the report, the greatest number (3,555) earn between ten thousand dollars (\$10,000) and ten thousand nine hundred and ninety nine dollars (\$10,999) a year. The majority are male (3,472) as compared to female (83). Males comprise ninety seven and five tenths percent (97.5%) of the \$10,000 - \$10,999 income bracket whereas females only comprise two and five tenths percent (2.5%).

Forty-two percent (42%) of the 8,159 males in city employment earn



They represent nine and seven tenths percent (9.7%) of all females in the bracket (4.1) and one and six tenths percent (1.6%) of all Negro females who are employed.

There are no Indians, Spanish, or Orientals in the \$11,000 - \$11,999 salary range.

Eight and three tenths percent (18.3%) of all municipally employed males (8,159) and one percent (1%) of all municipally employed females earn between twelve thousand (\$12,000) and twelve thousand nine hundred and ninety nine (\$12,999) dollars a year. These figures represent a total of seven hundred and one (701) employees, of which six hundred and eighty one (681) or ninety seven and two tenths percent (97.2%) are male, and twenty (20) or two and eight tenths percent (2.8%) are female.

There are no minority group females in this salary grouping. Of the eleven (11) minority group males, eight (8) are Negro, two (2) are Indian and one (1) is Spanish. The eight (8) Negro males represent one percent (1%) of all males in the income bracket; both the two Indian males and the one Spanish male equal less than one percent. The eight (8) Negro males constitute two and six tenths percent (2.6%) of all employed Negro males (300); the two Indian males are twenty percent (20%) of all employed Indian males (10) and the one Spanish male is five and eight tenths percent (5.8%) of all employed Spanish males (17).

There are one hundred and seventy (117) employees earning between

thirteen thousand (\$13,000) and thirteen thousand nine hundred and ninety nine (\$13,999) dollars per year. Eighty one (81) or sixty-nine and three tenths percent (69.3%) of the 117 are male; thirty six (36) or thirty and seven tenths percent (30.7%) are female. These employees represent less than one percent of the municipal male labor force and two percent of the municipal female labor force.

The six (6) Negro males in this income bracket represent seven and six tenths percent (7.6%) of all males in the bracket (81) and two percent (2%) of all city employed Negro males (300). There are four (4) Negro females in the \$13,000 - \$13,999 salary range. They equal eleven percent (11%) of all females in the income bracket (36) and one and six tenths percent (1.6%) of all employed Negro females (250).

There is one (1) Indian male employed in this income bracket. He represents one percent (1%) of all males in the bracket and ten percent (10%) of all employed Indian males (10). There are no Indian females, Oriental males or females, or Spanish males in the \$13,000 - \$13,999 income group. The one (1) Spanish female represents two percent (2%) of all females in the income bracket and four and seven tenths percent (4.7%) of all Spanish females who are employed.

In the highest income brackets, \$14,000 and over, there are six hundred and four (604) employees. Five hundred and seventy two (572)



or ninety four and seven tenths percent (94.7%) are male; thirty two (32) or five and three tenths percent (5.3%) are female. Seven percent (7%) of the municipal male labor force is represented in this bracket; two and eight tenths percent (2.8%) of the municipal female labor force is thus represented.

There are eighteen Negro males in the highest income bracket. They represent three percent (3%) of all males in the income range (572) and six percent (6%) of all Negro males who are municipally employed (300). The four (4) Negro females in the \$14,000 and over salary bracket represent twelve and five tenths percent (12.5%) of the females in the bracket and one and six tenths percent (1.6%) of all employed Negro females (250)..

There are two (2) Orientals in this income bracket: one (1) male and one (1) female. The one male represents less than one percent of the males in the salary range (572), but he represents thirty three percent (33%) of all employed Oriental males (3). The one female represents three and one tenths percent (3.1%) of all women in the income bracket (32) and twenty-five percent (25%) of all employed Oriental females (4).

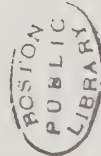
There are two (2) Indian males in the \$14,000 and over income bracket. They constitute less than one percent of all males in the bracket (572). but they represent twenty percent (20%) of city employed Indian males. There are no Indian females or Spanish in this income bracket.



	ADMINIS- TRATION	PROFES- SIONAL	TECH- NICIAN	CLER- ICAL	CRAFTS- MEN	OPERA- TIVE	LABOR- ER	SERVICE	SUB- TOTAL
AFRO-AMERICANS	M 34	55*	79	42	11	19	12	263	515
	F 13	104*	73	239	0	1	0	260	690
ORIENTALS	M 0	22*	4	1	0	0	0	0	27
	F 2	4*	3	1	0	0	0	0	10
SPANISH	M 1	25*	8	4	0	1	2	40	81
	F 3	12*	2	19	0	0	0	18	54
AMERICAN-INDIAN	M 2	27*	5	4	0	1	0	3	42
	F 0	7*	2	7	0	0	0	3	19
TOTAL MINORITY	55	571 ¹	176	317	11	22	14	587	1753
TOTAL EMPLOYEES	M 479	(*) *	691	(*)	423	683	525	5988	8789
	F 103	(*)	307	(*)	10	29	69	1196	1714
TOTAL MINORITY EMPLOYEES	M 37	129*	96	51	11	21	14	306	646
	F 18	127*	80	266	0	1	0	281	536
TOTAL EMPLOYEES	582	7446	1798	2620	433	712	594	7184	20,669
TOTAL MINORITY EMPLOYEES	55	571 ¹	176	317 ¹	11	22	14	587	1753
PERCENTAGE OF MINORITY EMPLOYEES	9.4%	7.6%	9.7%	12%	2.5%	3%	2.3%	8%	8%

* Does not include School Department (5353 Professionals) which gave no male/female breakdown. Their total of minority professionals: Black = 227; Oriental = 13; Indian = 0; Spanish = 35.

¹ This figure is incorrect. It should be 581, but the error was not cited until after computations were completed. Since the difference is only 10, we do not consider the mistake of great significance.



SALARY	TOTAL	Male		Female	M A L E				F E M A L E			
					Negro	Oriental	Indian	Spanish	Negro	Oriental	Indian	Spanish
O-4999	255	32	223		17		1		29		2	5
5-5999	503	247	256		18		1	1	57			5
6-6999	1008	650	358		19			3	83	2	3	3
7-7999	869	564	305		44		2	7	34		1	3
8-8999	1130	1003	127		40	1		2	15	1		3
9-9999	831	723	108		42	1		2	15			1
10-1099	3555	3472	83		78		1	1	5			
11-1199	175	134	41		10				4			
12-1299	701	681	20		8		2	1				
13-1399	117	81	36		6		1		4			1
14-1499	604	572	32		18	1	2		4	1		
and over												
TOTAL	9697	8159	1589*		300	3	10	17	250	4	6	21

* This figure represents a correction from 1538, which was the figure mistakenly used as the basis for computing the percentages mentioned in Part II of this report. We feel that since the mistake represents a difference of only 51, the differences between percentages based on 1538 and those based on 1589 would be negligible.

1971

GRADE SALARY PER YEAR *

Grade 2	=	\$5,304
Grade 3	=	\$5,512
Grade 4	=	\$5,720
Grade 5	=	\$6,006
Grade 6	=	\$6,292
Grade 7	=	\$6,578
Grade 8	=	\$6,890
Grade 9	=	\$7,202
Grade 10	=	\$7,566
Grade 11	=	\$7,956
Grade 12	=	\$8,346
Grade 13	=	\$8,762



* Figures based on an average of the 7 promotional steps included in each Civil Service grade. It should be noted that this is an incomplete table since the Civil Service grades go higher than Grade 13.

DESCRIPTION OF JOB CATEGORIES

I. OFFICIALS AND MANAGERS

Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents of departments, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

II. PROFESSIONAL

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, deiticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, , teachers, and kindred workers.

III. TECHNICIANS

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two (2) years of post high school education such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

IV. SALES

Occupations engaging wholly or primarily in direct selling, includes: includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and and bond salesmen, demonstration salesmen and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

V. OFFICE AND CLERICAL



Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual through some manual work not directly involved with altering or transporting the product is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

VI. CRAFTSMEN (Skilled)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the process involved in their work. Exercise considerable independent judgement and usually

receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

VII. OPERATIVES (semiskilled)

Workers who operate machine or processing equipment or perform other factory type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, bricklayers, carpenters, electricians, machinists, mechanics, plumbers, building trades, metal working trades, printing trades, etc.) operatives, attendants (auto service and parking), blasters, chauffeurs, deliverymen and routemen, dressmakers and seamstresses (except factories) dyers, furnacemen, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motormen, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firemen, truck and tractor drivers, weavers (textile), welders, and flamecutters, and kindred workers.

VIII. LABORERS (unskilled)

Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm), and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting digging mixing, loading and pulling operations, and kindred workers.

IX. SERVICE WORKERS

Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institution, professional and personal service, including nurses aides, and orderlies), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

X. APPRENTICES

Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

XI. ON-THE-JOB TRAINEES

Production: Persons engaged in formal training for craftsmen--when not trained under apprenticeship programs--operative, laborer and service occupations.

White Collar: Persons engaged in formal training, for official, managerial, professional, technical, sales, office and clerical occupations.



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